Instructor's Guide to Adding A Course to ATRRS

Training Support Branch (TSB)
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Agenda

- ***Army Training Requirements and Resources System (ATRRS) Requirements***
- ***Student Enrollment Process***
- ***Class Rosters***
  - ATRRS Review Access
- ***Walk Ons***
  - I Corps Policy
- ***Class Schedule Submission***

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ATRRS Requirements

- ***ATRRS is the primary way the Army records service members' training. It has its own set of requirements and timelines when it comes to student reservations and class cancellations. Once a course is approved to be added to JBLM's troop school, or School Code (SC)415, it must adhere to these ATRRS requirements. A TSB course manager will be assigned to the course.***
  - Instructors will work side by side with their course managers during initial build of the course in ATRRS and each class iteration to ensure successful execution of each class.

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ATRRS Requirements

- ***ATRRS requirements are as follows:***
  - Build course description along with prerequisites and special instructions in ATRRS
  - Assign dates and number of seats for each class
  - Set minimum number of seats required to conduct the class based off total seats
    - Be advised – if a class does not meet this minimum number 2 weeks prior to the start date, the class will be cancelled or “non-conducted” in ATRRS terms
    - ATRRS is a proactive system based on forecasted reservations. It is not meant to be used simply as a records keeper. If a class is not meeting reservation minimums it will not run due to lack of interest/participation.
    - Once a course is in the ATRRS system, it is being monitored for usage as well and is subject to removal from ATRRS if it continues to non-conduct.

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ATRRS Requirements

- Allocate subquotas for each BDE
  - Units forecast how many seats they need in each course annually.
  - We inform them of how many we can support based on instructor input of how many classes they can teach and how many students per class. This number is their subquota – the number of seats we can provide them in the fiscal year (FY) based on their shortages.
  - Units are held accountable to ensure they utilize all the seats they were given. This usage is reported monthly to the Commanding General (CG) and Deputy Commanding General (DCG).
  - Hence, a course must already have BDE seat allocations in order to input it into ATRRS.

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Student Enrollment Process

- ***With few exceptions, BDE Schools NCOs will input reservations in ATRRS for the course. The process is as follows:***
  - Company submits HJB 888 Form to battalion (BN), BN sends to BDE, BDE does input
  - Any request inside 2 weeks must go up through division approval
  - Any request inside one week goes all the way up to I Corps G3 Individual Training for approval

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Class Rosters

- ***Course Managers monitor class reservations***
  - It is recommended that instructors obtain ATRRS “Review” access so they can see the class’ reservation progress/status. Your course manager will help you with the process
- ***Course managers send a confirmation email 2 weeks prior to start date with the roster attached to all students and instructors***
  - Often, divisions will make changes/swaps to the roster inside that 2 week period. Course managers will provide instructors with the latest roster at the start of class for roll call purposes
  - Instructors must understand the difference between a primary reservation and a Stand By reservation versus Walk Ons

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Walk Ons

- ***If the student does not have a primary or stand by reservation, I Corps has approved students to Walk On to classes if necessary. Walk Ons are recorded to ensure units are not abusing this policy.***
  - Stand-bys will always have priority over Walk Ons
  - Walk Ons must provide instructor with a completed HJB 888 signed off by everyone to include I Corps G3 Individual Training NLT 24 hours after class starts. If class is only 8 hours, HJB 888 must be in hand NLT noon that day.
  - If a Walk On fails to provide completed HJB 888 within the designated time frame, they will be asked to leave class.
    - Our course mangers will enforce that policy for you.

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Class Schedule Submission

- ***TSB asks instructors to begin compiling next FY's classes in April***
- ***We meet with schools NCOs to allocate seats in May***
- ***TSB publishes new FY schedule NLT 1 August annually in order to meet minimum 45 day window for October***
- ***If you do not already have facilities laid on, please coordinate with TSB's facility management team – 253-967-8407 - to book classrooms NLT May***

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Questions?

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